



Town of East Hampton
East Hampton Parks & Recreation Department
20 East High Street
East Hampton, CT 06424

Phone (860) 267-7300
Fax (860) 267-7800
Easthamptonct.gov

Bid Documents

Project # 061413-MSAF
Middle School Athletic Fields Improvements Project
East Hampton Middle School
19 Childs Road
East Hampton, CT 06424

June , 13 2013

Michael Maniscalco
Town Manager

Equal Opportunity Employer/Affirmative Action

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*East Hampton Middle School 19 Childs Road, East Hampton, CT 06424***

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INVITATION TO BID

Project # 061413-MSAF
Middle School Athletic Fields Improvements Project
East Hampton Middle School, 19 Childs Road, East Hampton, CT 06424

The Town of East Hampton, Connecticut is soliciting sealed bids for the Middle School Athletic Fields Improvements Project.

This project has a base bid for the Improvements of the baseball field as described in the Project Specifications and an alternate bid for the Improvements of the softball field at the same site.

There will be a **MANDATORY** pre-bid meeting at the site (fields), 19 Childs Road, East Hampton, CT 06424, on Thursday, June 20 2013, at 9:00am.

Copies of the bid requirement documents will be available in the Town Manager's office (address above) on June 14, 2013 during regular business hours (listed below). These bid requirement documents can be sent to bidders via e-mail, and there is no charge for the package. Requests for these documents can be submitted by e-mail at kadams@easthamptonct.org.

Original SEALED bids (marked with the project name) addressed to the Town of East Hampton for the above-referenced project will be received by:

Michael Maniscalco, Town Manager
Town Hall
20 East High Street
East Hampton, CT 06424

Business Hours:
Monday, Wednesday, Thursday (8:00am-4:00pm)
Tuesday (8:00am-7:30pm)
Friday (8:00am-12:30pm)

no later than 11:00am (local time) on June 28, 2013. NO fax submissions will be accepted. Contact Ms. Ruth Checko, Parks and Recreation Director for project information at 860-267-7300 x 203 or rchecko@easthamptonct.org.

After the opening of the bids, no bid can be withdrawn for a period of sixty (60) days. Bidders shall not include Federal Excise Taxes or State of Connecticut Sales Taxes on which public projects are exempt.

After review of all factors, terms and conditions, including price, the purchasing authority of the Town of East Hampton reserves the right to reject any or all bids, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of East Hampton, CT.

An Affirmative Action/Equal Opportunity Employer Minority/Woman Business Enterprises are encouraged to apply

INFORMATION FOR BIDDERS

Article 1. LANDSCAPING EXPERIENCE-The landscaper (contractor) submitting a bid must have at least five years experience in turf maintenance equal or greater in scope and shall have experience with public/municipal athletic fields. The contractor will provide the town a list of completed projects. The Town will only accept the highest quality workmanship on our projects. The contractor will submit a list for approval by the Town of all subcontractors deemed to be in the best interest of the Town of East Hampton. The list must be included with the bid form. Contractor shall provide a list of equipment to be used and qualifications including certifications of staff.

ARTICLE 2. PROJECT SCHEDULE - The contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the days stated on the Bid Form.

ARTICLE 3. PERMITS and FEES – N/A

ARTICLE 4. PAYMENTS - The Town will pay all invoices within thirty (30) days from final approval.

ARTICLE 5. TAXES - The Town of East Hampton is exempt from payment of taxes imposed by the Federal Government and/or the State of Connecticut. Such taxes should not be included in the bid price. The Town is also exempt from payment of the Federal Transportation Tax where applicable and such tax should not be included in the bid price. No exemption certificate is required for this tax.

ARTICLE 6. FAIR EMPLOYMENT PRACTICES - The contractor shall agree that neither he nor his subcontractors will refuse to hire or employ or to discriminate against any employee in compensation or in terms, conditions or privileges of employment because of race, color, religious creed, age, sex, national origin, ancestry and as further described in material herein.

ARTICLE 7. OTHER OWNER CONTRACTS - N/A

ARTICLE 8. OWNER OCCUPANCY – N/A

ARTICLE 9. CONTRACTOR USE OF PREMISES - Limit use of premises for construction activities to the area around the construction area. Confine the parking of workmen's and construction vehicles to the area as directed by the owner. Store all materials within an area as directed by the owner. The contractor is responsible for repair or replacement of any area or item damaged during construction operations. The contractor shall keep the premises free from rubbish at all times; all unused material and rubbish shall be removed from the site. The Town Transfer Station will not accept rubbish and construction waste. Particular attention shall be made to not damaging abutting turf field with vehicles and equipment.

ARTICLE 10. QUESTIONS - Should a bidder find discrepancies in, or omissions from the drawing or other contract documents, or should he/she be in doubt as to their meaning, they can contact Ruth Checko, Parks and Recreation Director, Town of East Hampton at (860) 267-7300. No questions will be allowed during the last four (4) days of the bid period to allow the Owner time to issue an Addendum to all bidders.

ARTICLE 11. INTENT OF THE CONTRACT DOCUMENTS - The intent of the contract documents is to obtain a complete project in a first-class workman-like manner, and it shall be

understood that the Bidder has satisfied himself/herself as to the complete requirements of the contract and has predicated his/her proposal upon such understanding. A visit to the site by the prospective bidder is considered necessary prior to the submission of their bid. The Bidder shall be solely responsible for the accuracy of all measurements and for estimating quantities required to satisfy these Plans/Specifications.

ARTICLE 12. OWNER - The Owner's Representative, Ruth Checko, shall have general supervision and direction of the work.

ARTICLE 13. CONSULTANT - N/A

ARTICLE 14. CHANGES IN THE WORK - The owner may, without invalidating the original contract, order changes in the work. The contract price shall be adjusted up or down for such changes. All changes in the work will be done under the conditions of the original contract.

ARTICLE 15. CONTRACT AWARD - The Town may reject any or all bids and/or waive informalities or technical defects, if it is deemed in the best interest of the Town of East Hampton.

ARTICLE 16. BONDS - N/A.

ARTICLE 17. PREPARATION OF BID - Each bid must be submitted on the prescribed form. All blank spaces must be filled in, in ink or typewritten, in both words and figures.

Each bid must be submitted in a sealed envelope bearing on the outside: the name of the bidder and the name of the project.

Only **COMPLETE BIDS** will be accepted. In order for a bid to be complete, it must include the following:

- Bid Form
- Tax Affidavit
- Certificate of Non Collusion
- Sample Insurance Certificate

ARTICLE 18. INSURANCE - The Contractor is required to have coverage as listed on the Insurance Requirements for the Town of East Hampton. The Contractor must submit with the bid form a sample Insurance Certificate showing all the required coverage. The Certificate of Insurance must list the "Town of East Hampton and its agents" as additional insured's.

INSURANCE REQUIREMENTS

TOWN OF EAST HAMPTON

The contractor will carry the following insurance coverages with an insurance company(ies) licensed in the state of Connecticut and approved by the Town. The insurance company(ies) must have at least an A- rating by A.M. Best Company. All policies will provide a 30-day notice of cancellation as well as a 10-day notice of any material change in policies to the *Town Manager's* office.

Certificates of insurance will be presented to the *Town's Manager's Office* for his approval prior to the contractor or his subcontractors entering on to *town* property or commencing any work whatsoever.

The following coverages and limits will be provided:

Workers Compensation:

Coverage A: Statutory

Coverage B: Employers Liability

Bodily Injury by accident (per person) \$100,000

Bodily Injury by disease (per person) \$100,000

Bodily Injury by disease (aggregate) \$500,000

Automobile Liability:

Limits of Liability:

Bodily Injury (per person) \$1,000,000

Bodily Injury (aggregate) \$1,000,000

Property Damage \$1,000,000

Coverages:

All owned/non-owned/hired/borrowed.

Contractual liability to be included.

Commercial General Liability:

Limits of Liability:

Bodily Injury (general aggregate limit) \$2,000,000

(Other than Products/Completed Operations)

Products/Completed Operations \$2,000,000

Personal & Advertising Injury \$2,000,000

Each Occurrence \$2,000,000

Fire Damage Limit \$ 100,000

Medical Expenses \$ 5,000

Coverages:

Premises/Independent Contractors

Contractual/Completed Operations/Products.

Contractual Liability will be broad form.

XCU (explosion/collapse/underground utilities).

Comprehensive Broad Form Liability endorsement or equivalent.

Broad form Property Damage Liability

Contractor's **Commercial General Liability** and **Auto Liability** policies and their respective Insurance Certificates must add the following as additional named insured:

- Town of East Hampton and its agents

Hold Harmless Agreement

Contractor agrees that it will indemnify and hold harmless the *Town of East Hampton* and its respective officers, agents and employees from any loss, costs, damages, expenses, judgments and liability whatsoever kind or nature howsoever the same maybe caused resulting directly or indirectly by any act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury or damage to property directly or indirectly, including the loss of use resulting there from as permitted by law unless and to the extent caused by the town's willful acts.

TAX AFFIDAVIT

The undersigned, being duly sworn, deposes and says:

1. I am over the age of 18 and believe in the obligations of an oath.
2. I, on my own behalf or on behalf of my company, am submitting a bid, quotation, or proposal to the Town of East Hampton.
3. I understand that the submission of this affidavit is required by the Town of East Hampton in connection with my bid, quotation, or proposal and that the East Hampton Town Council may consider the information contained in this affidavit in making the contract award.
4. I have performed an investigation to determine whether I or my company (as applicable) owe any delinquent state, local, or federal tax.
5. Based upon my investigation, and to the best of my knowledge and belief, I or my company (as applicable) owe to the following governmental unit(s) the following delinquent tax(es):

(Here describe nature of each delinquent tax, appropriate amount of same and governmental unit to which delinquent tax is owed. If no delinquent tax is owed, insert the words (Not Applicable))

(Name)
(Title)
(Company Name)

STATE OF CONNECTICUT

:SS: (TOWN)

Date _____

COUNTY OF MIDDLESEX

Personally appeared, _____, a _____
(Name) (Title)
of _____, as a foresaid, signer and sealer of the foregoing instrument,
(Company Name)
and acknowledged the same to be his free act and deed, and the free act and deed of said
_____, before me.
(Company Name)

_____ Notary public, My Commission Expires on _____

CERTIFICATE OF NON-COLLUSION

Town of East Hampton, CT

The undersigned certifies under the penalties of perjury that this bid or proposal has been made in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Name of Proposer)

(Signature of Authorized Agent)

BID PROPOSAL FORM

Project # 061413-MSAF Middle School Athletic Fields Improvements Project East Hampton Middle School 19 Childs Road, East Hampton, CT 06424

DATE: _____

TO: Mr. Michael Maniscalco, Town Manager
Town of East Hampton
Town Hall
20 East High Street
East Hampton, CT 06424

The undersigned bidder proposes and agrees, if this bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all work as specified or indicated in the Contract Documents for the Bid Price and within the Bid times indicated in this Bid and in accordance with the other terms and conditions of the Contract documents.

Base Bid: Baseball field improvements

Base Bid consists of adding infield material, grading and improving the baseball field for better drainage and overall playability as per the Project Specifications.

_____ Dollars
(in words)
\$ _____
(in Numbers)

Alternate #1- Softball field improvements

Alternate #1 consists of adding infield material, grading and improving the softball field for better drainage and overall playability as per Project Specifications.

_____ Dollars
(in words)
\$ _____
(in Numbers)

The contractor shall achieve substantial completion in _____ calendar days.

The Contractor must include in this bid package the following items:

- Bid Form
- Tax Affidavit
- Non Collusion Certificate
- Sample Insurance Certificate

The bidder has examined and carefully studied the Bidding Documents and the following Addenda receipt all of which is hereby acknowledged (List Addenda by Addendum Number and Date):

Name of Bidder _____
Business Address _____
Phone Number(s) _____

CONTRACT AGREEMENT

THIS AGREEMENT made this _____ by and between the Town of East Hampton, CT, herein after called the 'Owner', acting through its Town Manager and _____, doing business in Connecticut hereinafter called the 'Contractor'.

Project # 061413-MSAF Middle School Athletic Fields Improvements Project, East Hampton Middle School, 19 Childs Road, East Hampton, CT 06424

1. The Contractor will commence and complete the work described in the contract documents and comply with the terms within for:
 - a) All work in accordance with the Contractor's Bid Proposal which includes Base Bid for a Lump Sum of: _____ Dollars
(in words)
\$ _____
 - b) For all work in accordance with the Contractor's Bid Proposal which includes Alternate #1 for a Lump Sum of: _____ Dollars
\$ _____
2. The Contractor will furnish all of the labor, materials, supplies, tools, equipment, machinery and whatsoever necessary to perform and properly finish all work as described in the Contract Documents.
3. The Contractor agrees to start work within seven (7) days of the contract signing and continue with the work until complete. Substantial completion must be achieved within the days stated on the Bid Form.
4. The owner agrees to pay the Contractor for the performance of the contract, subject to additions and deductions, as provided in the contract documents. Approved applications for payment will be paid within thirty (30) days.
5. The term 'Contract Documents' shall mean and include the following:
 - Invitation to Bid
 - Information For Bidders
 - Contractor's Insurance Certificate
 - Tax Affidavit
 - Certificate of Non Collusion
 - Bid Form
 - Contract Agreement
 - Project Specifications
 - Field Diagrams
 - Addenda dated _____

OWNER:

Town of East Hampton
20 East High Street
East Hampton, CT 06424

CONTRACTOR:

Michael Maniscalco, Town Manager

PROJECT SPECIFICATIONS

Project # 061413-MSAF Middle School Athletic Fields Renovation Project, East Hampton Middle School, 19 Childs Road, East Hampton, CT 06424

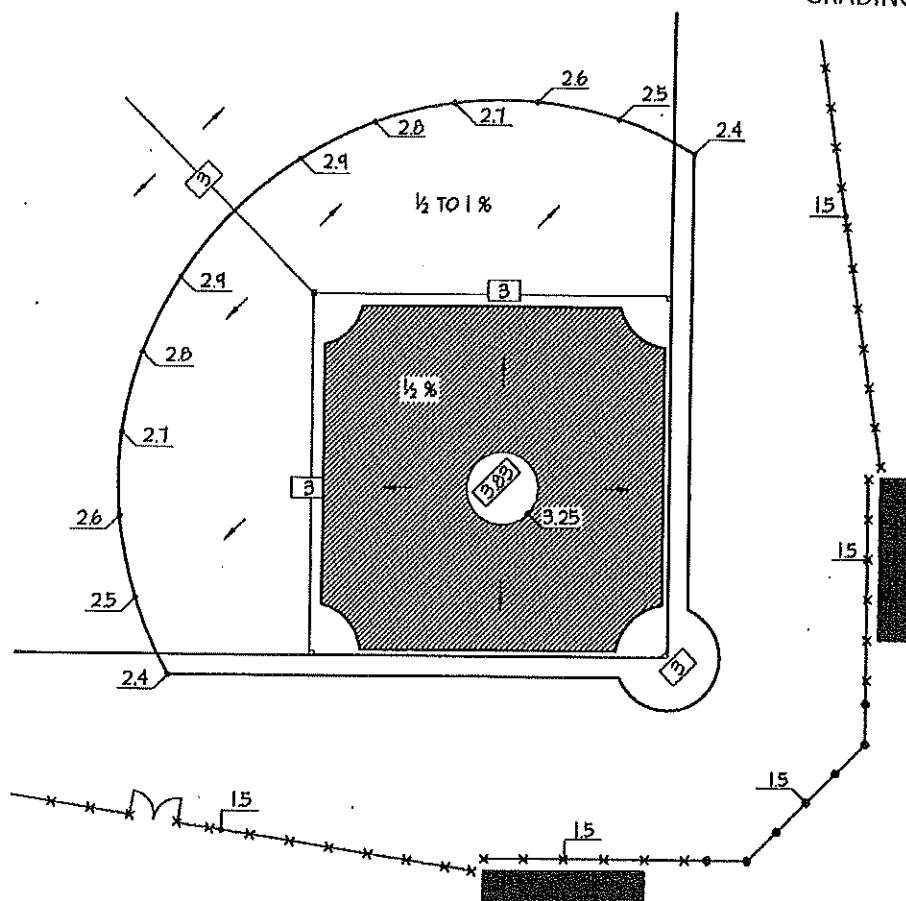
BASE BID Baseball field Improvements

1. Remove, regrade, top soil, seed and straw all "lips" where necessary. Some of this will be achieved by bringing up the skinned infield with clay. Clean up grass lines in foul territory and outfield arch. Owner will provide the grass seed.
2. Add infield clay to skinned area. Clay specifications will be 60% sand, 20% silt, and 20% clay. The material should pass through a 3/8" wire screen. Contractor will provide a sample of material to the Owner for approval.
3. Laser grade infield so the proper surface drainage is attained with 1/2% grade on skinned area inside of baselines. Slopes will be at 1% grade from second and third baselines to the outfield with a crown from second base to the beginning of the outfield turf. See diagram.
4. Build a regulation pitcher's mound on the infield that is a circle 18' in diameter, with a flattened top area that is 5' wide and 34 inches from front to back. The flattened area extends 6" in front of the pitchers rubber, and is elevated 10" above home plate. Beginning at the front of the flattened area, the mound is to slope toward home plate at a rate of 1" per foot for the first 6', the gradually slope the remaining 4". The center of the mound is 59 feet from the white point of home plate and 18" in front of the pitcher's plate. A second pitchers rubber will be installed 50' from the point of home plate. Owner will provide pitching rubbers.
5. Set home plate and base anchors for 60' 65' and 90' base paths. Owner will provide bases and hardware.
6. Clean up areas where material was stock piled and repair any damage to turf fields.

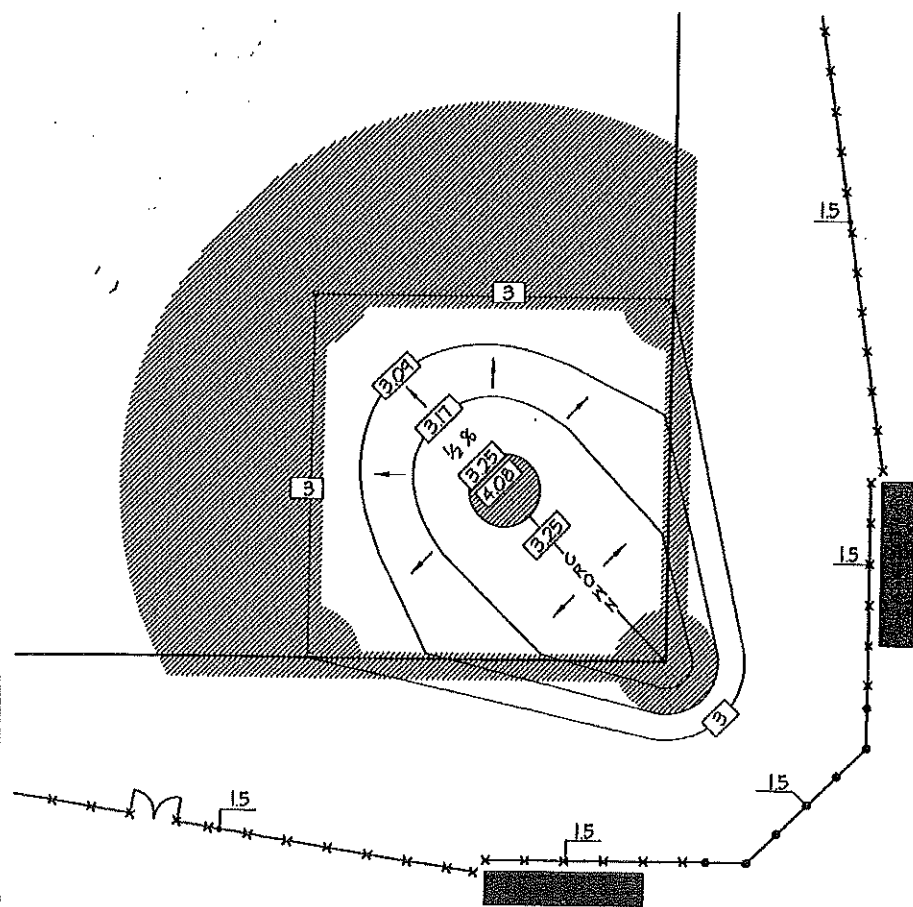
Alternate #1 Softball field Improvements

1. Remove, regrade, seed, top soil and straw all "lips" where necessary. Owner will provide the grass seed.
2. Configure skinned area with dimensions to accommodate longer base paths and clean up foul territory and arch. See diagram.
3. Add infield clay to skinned area. Clay specifications will be 60% sand, 20% silt, and 20% clay. The material should pass through a 3/8" wire screen. Contractor will provide a sample of material to the Owner for approval.
4. Laser grade infield so the proper surface drainage is attained based on diagram attached.
5. Install one pitching rubber at 43' and a second pitchers rubber at 50' from the point of home plate. Owner will provide pitching rubbers.
6. Set home plate and base anchors for 60' 65' and 70' base paths. Owner will provide bases and hardware.
7. Clean up areas where material was stock piled and repair any damage to turf fields.

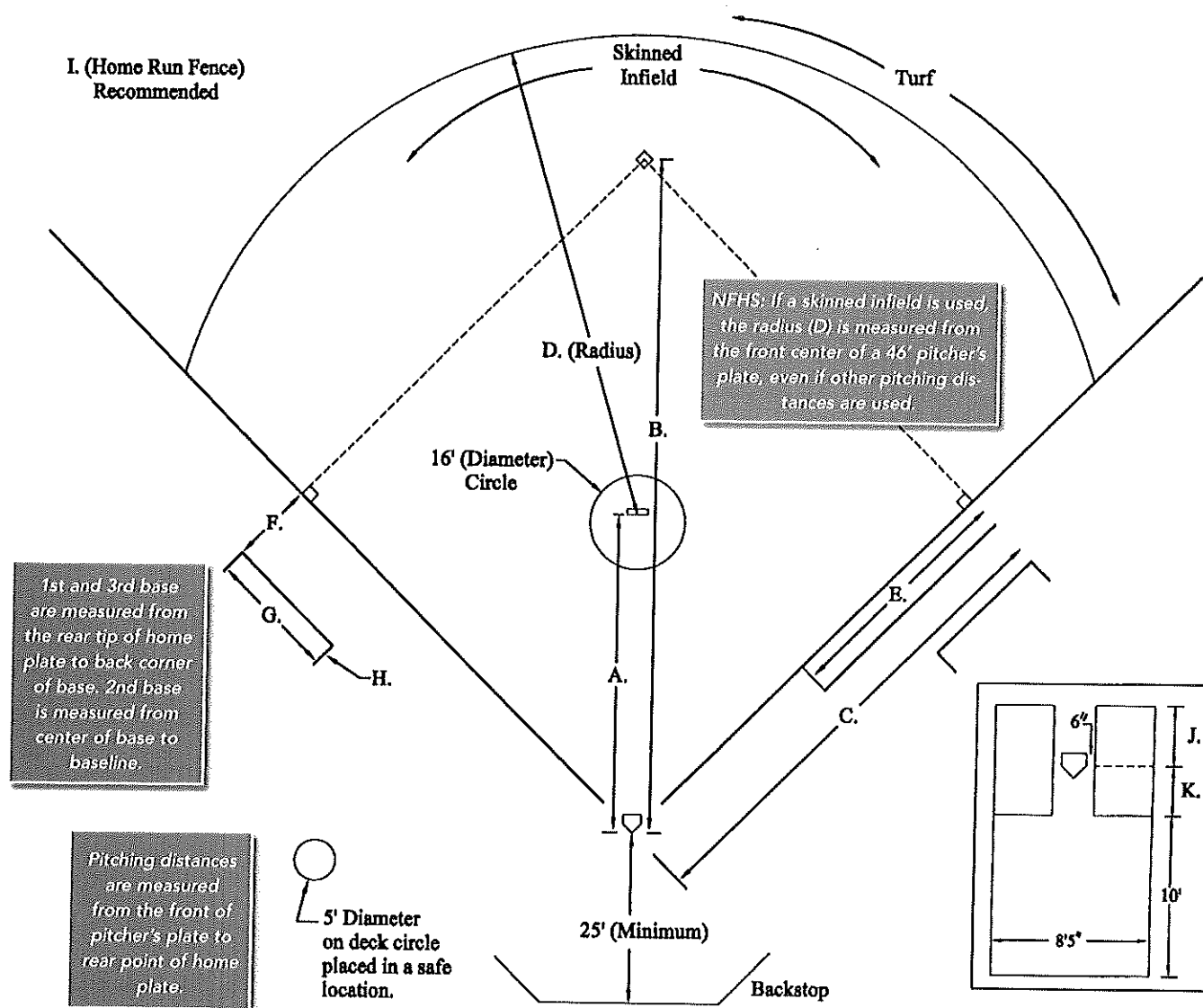
GRADING DIAGRAM FOR BASEBALL FIELD



GRADING DIAGRAM FOR SOFTBALL FIELD



SOFTBALL MEASUREMENTS

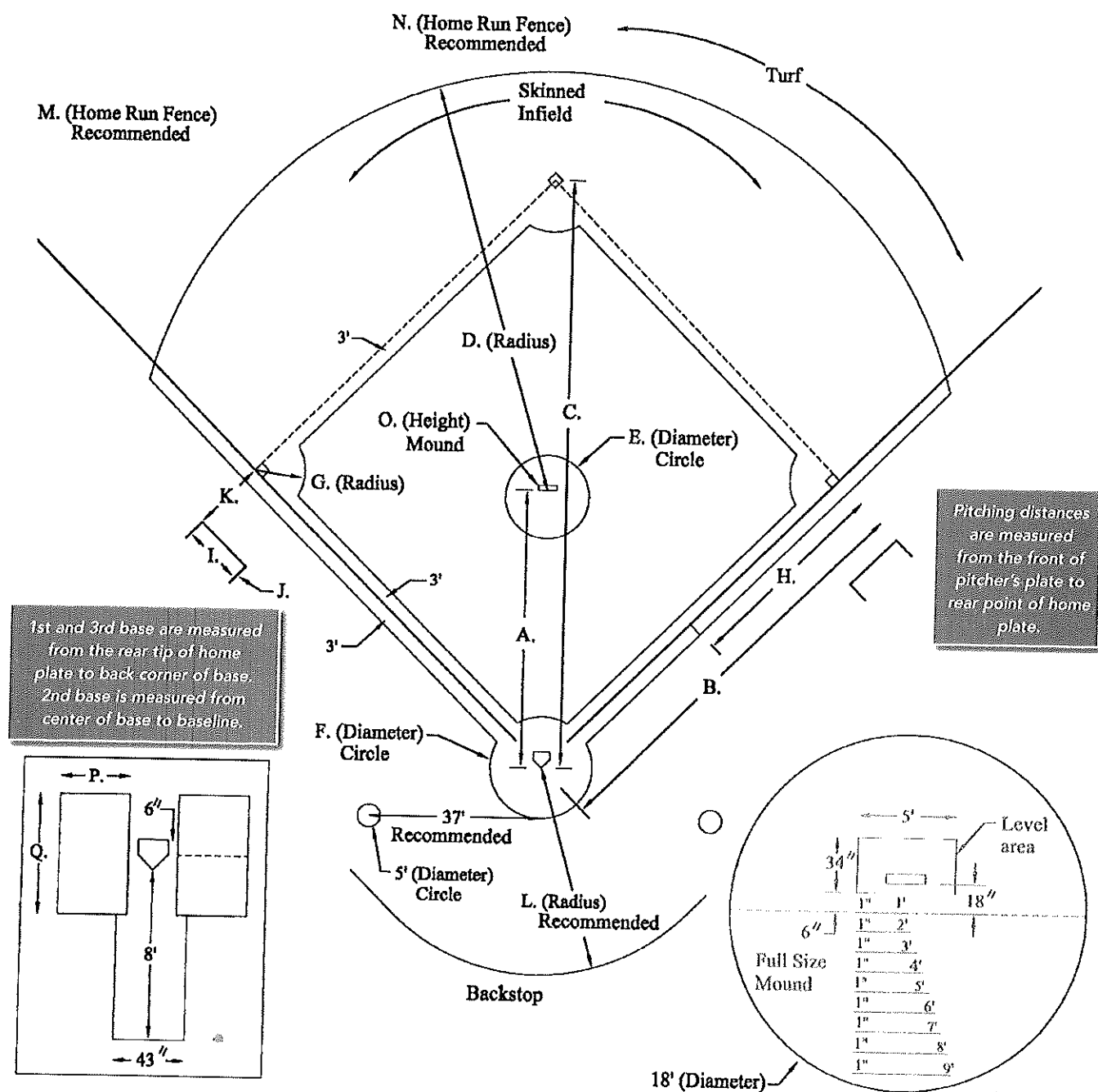


SOFTBALL FIELD MEASUREMENTS BY GROUP

| GROUP | TYPE/AGE | A | B | C | D | E | F | G | H | I | J | K |
|-------------|-------------------------------|-----|---------|-----|-----|-----|-----|-----|----|-----------|----|------|
| COLLEGE | FASTPITCH / FEMALE | 43' | 84'-10" | 60' | 60' | 30' | 8' | 15' | 3' | 190'-220' | 4' | 3' |
| HIGH SCHOOL | FASTPITCH / FEMALE | 40' | 84'-10" | 60' | 60' | 30' | 8' | 15' | 3' | 200'-225' | 4' | 3' |
| A.S.A ADULT | FASTPITCH / WOMEN | 40' | 84'-10" | 60' | 60' | 30' | 8' | 15' | 3' | 200'-250' | 4' | 3' |
| | FASTPITCH / MEN | 46' | 84'-10" | 60' | 60' | 30' | 8' | 15' | 3' | 225'-250' | 4' | 3' |
| | SLOWPITCH / WOMEN / MEN | 50' | 91'-9" | 65' | 65' | 32' | 8' | 15' | 3' | 265'-315' | 4' | 3' |
| A.S.A YOUTH | FASTPITCH / GIRLS / 10U | 35' | 77'-9" | 55' | 55' | 27' | 8' | 15' | 3' | 150'-175' | 4' | 3' |
| | FASTPITCH / GIRLS / 12U | 40' | 84'-10" | 60' | 60' | 30' | 8' | 15' | 3' | 175'-200' | 4' | 3' |
| | FASTPITCH / GIRLS / 14U | 40' | 84'-10" | 60' | 60' | 30' | 8' | 15' | 3' | 175'-200' | 4' | 3' |
| | FASTPITCH / GIRLS / 16U / 18U | 40' | 84'-10" | 60' | 60' | 30' | 8' | 15' | 3' | 200'-225' | 4' | 3' |
| A.F.A YOUTH | FASTPITCH / GIRLS / 12U | 38' | 84'-10" | 60' | 60' | 30' | 8' | 15' | 3' | | 4' | 3' |
| | FASTPITCH / 14U / 16U / 18U | 40' | 84'-10" | 60' | 60' | 30' | 8' | 15' | 3' | | 4' | 3' |
| USSSA ADULT | SLOWPITCH / MEN 12" | 46' | 91'-9" | 65' | 65' | 32' | 10' | 10' | 5' | 300'-315' | 3' | 2.5' |
| | SLOWPITCH / WOMEN 11" | 46' | 91'-9" | 65' | 65' | 32' | 10' | 10' | 5' | 250'+ | 3' | 2.5' |
| SCMAF ADULT | SLOWPITCH / MEN / WOMEN | 50' | 84'-10" | 60' | 60' | 30' | 6' | 15' | 3' | 250'+ | 4' | 3' |
| | FASTPITCH / MEN | 46' | 84'-10" | 60' | 60' | 30' | 6' | 15' | 3' | 250'+ | 4' | 3' |
| | FASTPITCH / WOMEN | 40' | 84'-10" | 60' | 60' | 30' | 6' | 15' | 3' | 250'+ | 4' | 3' |

SOFTBALL FIELD DIMENSIONS

BASEBALL MEASUREMENTS



BASEBALL FIELD MEASUREMENTS BY GROUP

| GROUP | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---------------------------|--------|-----|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|-------|-----|----|----|
| Pro. College, High School | 60'-6" | 90' | 127'-3" | 95' | 18' | 26' | 13' | 45' | 20' | 10' | 15' | 60' | 320'-350' | 400'+ | 10" | 4' | 6' |
| Babe Ruth | 60'-6" | 90' | 127'-3" | 95' | 18' | 26' | 13' | 45' | 20' | 10' | 15' | 60' | 300' | 335' | 10" | 4' | 6' |
| Colt | 60'-6" | 90' | 127'-3" | 95' | 18' | 26' | 13' | 45' | 20' | 10' | 15' | 60' | 300' | 350' | 10" | 4' | 6' |
| Pony | 54' | 80' | 113'-2" | 80' | 15' | 24' | 12' | 40' | 12' | 6' | 12' | 40' | 250' | 300' | 8" | 4' | 6' |
| Bronco | 48' | 70' | 99' | 65' | 12' | 22' | 11' | 35' | 12' | 6' | 9' | 30' | 200' | 250' | 6" | 4' | 6' |
| Little League | 46' | 60' | 84'-10" | 50' | 10' | 18' | 9' | 30' | 8' | 4' | 6' | 25' | 200' | 200' | 6" | 3' | 6' |
| Mustang | 44' | 60' | 84'-10" | 50' | 9' | 20' | 10' | 30' | 8' | 4' | 6' | 20' | 175' | 225' | 4" | 4' | 6' |
| Pinto | 38' | 50' | 70'-8" | 50' | 9' | 20' | 9' | 25' | 8' | 4' | 6' | 20' | 150' | 200' | 4" | 4' | 6' |